

## SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

**SUBJECT:** Administrative Code - Leisure Services Advisory Committee

**DEPARTMENT:** Leisure Services

**DIVISION:** Parks and Recreation

**AUTHORIZED BY:** Joe Abel

**CONTACT:** Kathryn Clifford

**EXT:** 2161

**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to execute a Resolution establishing revisions to Section 4.18 Leisure Services Advisory Committee of the Seminole County Administrative Code to establish an absence policy.

County-wide

Joseph R. Abel

**BACKGROUND:**

During the recent April 22, 2009 Leisure Services Advisory Committee meeting the members passed a motion recommending the Administrative Code be changed to reflect that after three (3) unexcused absences (excused absences are due to work obligations or illness) between January and December of a calendar year the member will automatically be removed from the committee.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve and authorize the Chairman to execute a Resolution establishing revisions to Section 4.18 Leisure Services Advisory Committee of the Seminole County Administrative Code to establish an absence policy.

**ATTACHMENTS:**

1. LSAC 04-22-09 Meeting Minutes
2. Proposed Revised Sec 4 18 of SC Administrative Code
3. Resolution Adopting LSAC Attendance Policy

**Additionally Reviewed By:**

☒ County Attorney Review ( Ann Colby )

**SEMINOLE COUNTY LEISURE SERVICES  
ADVISORY COMMITTEE  
April 22, 2009 MEETING MINUTES**

**ATTENDANCE:**

**Members Present:** Bob Adolphe, Robert Bowden, Tom Boyko, Mark Brandenburg, Jeff Ebbers, Bob Goff, Earl McMullen, Trish Walden, Barbara Whittier and Mike Williams.

**Members Absent:** Tim Donihi, Mike Martin, Deborah Schaefer and Ben Tucker.

**Staff:** Bryan Nipe, Greenways & Natural Lands Manager  
Joseph R. Abel, CPRP, Leisure Services Director  
Kathi Clifford, Administrative Assistant

**LOCATION:**

Softball Complex  
264 W. North Street  
Altamonte Springs, FL 32714

**TIME:**

Chairman Bob Goff called the meeting to order at 6:30 p.m. There is **a quorum** in attendance.

The Pledge of Allegiance.

Mr. Goff asked if there are any corrections, additions or deletions to the **March minutes**. Trish Walden made a **motion** to approve the minutes as presented, Tom Boyko seconded the motion. The minutes were **approved** unanimously.

**NEW BUSINESS Brought Forward From Previous Meeting:**

- **Administration**
  - Joe Abel informed that a discussion regarding the **purpose of the Leisure Services Advisory Committee** had been requested by Deborah Schafer. Bob Goff asked the members if they had read the resolution creating the Committee and he reviewed some of the resolution. Mr. Goff determined that Ms. Schafer could bring it up again if she felt is necessary.
  - Mr. Abel addressed the difficulty of getting a quorum together last Fall and asked if the Committee wanted an **attendance policy** dictating a policy if there are absences. Discussion followed. Robert Bowden made a **motion** to recommend the Administrative Code be changed to reflect that after three (3) unexcused absences (excused absences are due to work obligations or illness) between January and December the member will automatically be removed from the Committee. Tom Boyko

**SEMINOLE COUNTY LEISURE SERVICES  
ADVISORY COMMITTEE  
April 22, 2009 MEETING MINUTES**

seconded the motion. Trish Walden and Bob Goff voted nay and the rest voted aye. The **motion passed**.

- The Commission members agreed to meetings on the fourth Wednesday of each month to be held at the Softball Complex starting at 6:30 p.m.
- Joe Abel asked if the Committee members would prefer **electronic meeting notices**, minutes, etc. Discussion followed. The committee agreed to have agenda items submitted to the Leisure Services office not later than close of business on the third Wednesday each month. The meeting notices with the agenda and minutes to the previous meeting will be distributed electronically on the third Thursday each month with the meetings being held on the fourth Wednesday each month.

**OLD BUSINESS:**

- **Parks & Recreation Division**
  - At Mr. Boyko's request Mr. Abel gave an update on the Scholarship program. Discussion followed.
- **Greenways & Natural Lands Division**
  - None.
- **Administration**
  - None.

**NEW BUSINESS:**

- **Parks & Recreation Division**
  - Mr. Boyko asked Mr. Abel how the proceeds from revenue brought in by the fitness and the performing arts programs at Sylvan Lake Park are distributed. Mr. Abel explained it is split 80/20 and the County's 20% goes into the general fund.
  - Mr. Boyko wanted to know how the vote went regarding the house at Wilson's Landing Park. Mr. Abel informed the vote was four to one to remove the house and replace it with a pavilion.
- **Greenways & Natural Lands Division**
  - Bob Goff gave an overview of the **Natural Lands Subcommittee** meetings. He requested Mr. Brandenburg give his presentation of the properties under review. Mr. Brandenburg used an overhead projector to show a map of the County identifying properties of interest within the County. Discussion followed. Mr. Goff clarified that the subcommittee has come to an agreement on a rating system for determining eligibility of properties. He also informed that the subcommittee discussed the next step would be to ask the BCC to send letters to the owners of properties that might be of interest as natural lands to see if the owners might have any interest in selling/donating property. The letter would need the Committee approval, is currently a work in progress, would be very diplomatic and not invasive. It would have the intent of narrowing the list down. Joe Abel clarified that we need to reach out to the property owners and let them know that their property is a property of interest but

**SEMINOLE COUNTY LEISURE SERVICES  
ADVISORY COMMITTEE  
April 22, 2009 MEETING MINUTES**

we don't know how much interest until we can do a review and we need permission to look at that. Mr. Goff requested that by the next subcommittee meeting the eight year old rankings will disappear. New rankings need to be created to present to the BCC with their recommendations.

- **Administration**
  - None.

**OTHER BUSINESS AND FUTURE AGENDA ITEMS:**

- Mr. Goff handed out signup sheets for members to select from four **subcommittees** he would like to develop: 1) Natural Lands; 2) Trails, Blueways & Bike Paths; 3) Parks & Recreation; and 4) Administration. He further clarified these are just suggestions. Members can sign up to be on one or more subcommittees. Bryan Nipe requested the inclusion of Roadway Median Landscape in the Trails, Blueways & Bike Paths group. Mr. Goff requested members give the signup sheets to Kathi Clifford prior to the next meeting.

Bob Goff adjourned the meeting at 8:00 p.m.



## SECTION 4. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES

### 4.18 LEISURE SERVICES ADVISORY COMMITTEE

**A. PURPOSE.** The Seminole County Leisure Services Advisory Committee is established to serve the Board of County Commissioners by providing input and recommendations to determine and advise in the creation of and identification of policies, direction, recommendation of important natural/environmental land acquisitions, development of quality countywide trails and greenways, parks, and recreational facilities and opportunities.

**B. DUTIES/RESPONSIBILITIES.** The Leisure Services Advisory Committee shall have the following duties and responsibilities:

(1) The Committee shall elect a Chairperson and a Vice-Chairperson annually.

(2) The Committee shall work with County staff to review important natural lands and environmental lands and make recommendations relating to lands which should be purchased.

(3) The Committee shall work with County staff to review important trails and greenways land and make recommendations relating to lands which should be purchased and developed for the creation of a County-wide trails and greenways system.

(4) The Committee shall work with County staff to recommend and review plans for future growth, development use and beautification of all County parks, as well as make recommendations for appropriate budgeting of special parks, trails, natural lands, and recreation needs.

(5) The Leisure Services Director shall be designated as the staff liaison for the Leisure Services Advisory Committee with assistance from other County staff as necessary.

### **C. MEMBERSHIP STRUCTURE.**

(1) The Leisure Services Advisory Committee shall consist of fifteen (15) members, appointed by the Board of County Commissioners for terms of three (3) years. No appointee shall serve more than three consecutive terms. An appointment to complete an unexpired term due to a vacancy shall not count towards the term limit provided herein.

(2) The Board shall appoint a mix of members such that the membership shall be made up of appointees 1) having academic or professional training in the biological or environmental sciences, by being an active member of a conservation group or



agency, or by having experience in the passive recreational use of environmentally sensitive lands for public purposes, 2) a cross section of trail user/interest groups and 3) representing parks and recreation participants and residents interested in stewardship of the County's parks and recreation facilities and services.

(3) The initial appointments shall be staggered. Each Commissioner shall nominate three (3) members for appointment and shall designate which of their nominees shall serve initial terms of one, two or three years such that (5) of the initial appointments shall serve an initial term of one year, five (5) shall serve an initial term of two (2) years and five (5) shall serve an initial term of three (3) years. All initial appointments shall be effective on the first day of January notwithstanding the actual date of appointment with all terms measured on a calendar year basis.

(4) Members are expected to attend all meetings. Absence without notice to the Leisure Services Administrative Office prior to the scheduled Leisure Services Advisory Committee meeting is considered unexcused no matter what the reason for the absence. Timely noticed absences due to illness or business related matters are considered excused. Three unexcused absences annually will result in termination of member's appointment.

### **D. LEGAL ISSUES**

(1) Financial Disclosure is not required.

(2) Loyalty Oath is not required.

(3) Sunshine and Public Records laws apply to the meetings and records of the Committee.

(4) Membership on the Committee does not constitute an office for purposes of the constitutional prohibition on dual office holding.

**F. AUTHORITY.** Resolution 2008-R-4 adopted January 8, 2008

## **ADMINISTRATIVE CODE RESOLUTION ADOPTION GUIDELINES**

- (1) The County Attorney's Office (CAO) will prepare the proposed code changes and Resolution.
- (2) The Resolution and an "underlined and struck-through" version of the code amendments will be provided to the Department for placement on the BCC agenda.
- (3) The Department will scan the Resolution and "underlined and struck-through" version of the code amendments and attach the documents to their SCI.Net agenda item.
- (4) The Department should ensure that a representative is at the BCC meeting.
- (5) The Department shall inform the CAO when the agenda item will appear on the BCC agenda.
- (6) The CAO will retain the original Resolution until it is adopted by the Board of County Commissioners and the CAO will incorporate any changes the Board may request.
- (7) The Department will provide a Document Action Form to the County Attorney's Office, requesting that two (2) certified copies of the executed Resolution be provided to the County Attorney's Office.
- (8) The CAO will submit the Resolution to the County Manager's Office, along with the required Document Action Form, for coordinating signatures and recording.
- (9) The CAO will provide the updated section(s) of the Administrative Code to the requesting department, County Commissioners, County Manager's Office, and Assistant County Attorneys.
- (10) The CAO will coordinate with IT for the updates to the Web (Internet and Intranet).

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE  
BOARD OF COUNTY COMMISSIONERS OF SEMINOLE  
COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED  
MEETING ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

**WHEREAS**, Seminole County Ordinance No. 89-28 created the  
Seminole County Administrative Code; and

**WHEREAS**, Seminole County Resolution Numbers 89-R-438 and 05-  
R-151 adopted the Seminole County Administrative Code; and

**WHEREAS**, the Seminole County Administrative Code needs to be  
amended from time to time to reflect changes in the administration  
of County government; and

**WHEREAS**, the Board of County Commissioners desires to amend  
sections of the Seminole County Administrative Code to further  
define attendance under the membership structure for Leisure  
Services Advisory Committee members,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,**

The Seminole County Administrative Code is hereby amended by  
revisions, additions, and deletions in Section 4.18, "Leisure  
Services Advisory Committee", as more particularly described in  
the attachment.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
BOB DALLARI, Chairman

Date: \_\_\_\_\_

Attachment:

Section 4.18 "Leisure Services Advisory Committee Policy"

p:\cao protected\admin samples\admin resolutions drafts\09resolution for 4.18 leisure services advisory committee.doc